

4/15/98

Bulletin No. 98-6F

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P-2510      New Applications

A.      Application

Date stamp each valid application on the day that it is received in the district office. Applications for cash-out may also be accepted in a Social Security office (P-2580). A valid application is a DSW 201 (Application) that has at least a name, address, and signature; and is received in any district welfare office or Social Security office.

Using PERS/D, determine whether the household is known to ACCESS and whether they are receiving or have received benefits in Vermont before.

Screen for Expedited Service (273.2i)

Screen for eligibility for expedited service on the day the application is received, even if the household does not request it.

If, based on the results of the screening and the PERS/D lookup, the household appears to be eligible for expedited service, make every effort to interview the applicant and collect the data and verification required (see 273.2i4) to determine eligibility on the day the application is received. If the household is eligible, approve the household for expedited service benefits the same day, if possible, or the next day to ensure that they receive benefits within three to five days.

If an applicant comes to the office late in the day, and it is not possible to do the interview before closing time, accept the completed DSW 201, screen for expedited service and, if entitled to expedited service, schedule the interview for the following day.

Applications received by mail and those given a later appointment date must also be screened for expedited service eligibility. This may mean scheduling an interview immediately.

For cash-out applications received at Social Security, expedited service processing standards begin on the date DSW receives the application.

The DSW 201F (Food Stamp Questionnaire) is used for expedited service screening in districts that schedule interviews by appointment. The receptionist gives this form to new food stamp applicants to complete with the DSW 201 and DSW 202.

Using the guidelines below, the receptionist reviews the DSW 201F and either refers the client to a worker for an interview or schedules an appointment for a later date.

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P-2510      New Applications (Continued)

A.      Application (Continued)

If question #1 is answered yes, the applicant is not eligible for expedited service. If question #1 is answered no, proceed as follows.

Refer the applicant to a worker immediately if the DSW 201F indicates one or more of the following:

anyone in the household is a migrant or seasonal farmworker (question #2) and the household's liquid resources are less than \$101 (question #3),

OR

the household's liquid resources are less than \$101 (question #3) and gross monthly income is less than \$150 (question #4),

OR

the sum of the household's liquid resources (question #3) and gross monthly income (question #4) is less than the shelter costs (question #5). For this determination, use actual shelter costs as reported on the DSW 201F rather than a standard for fuel or utilities.

For one-month certifications, issue a DSW 220ESB, because the computer-generated notice will not be correct. The text includes reapplication instructions. Send a DSW 201 and DSW 202 with the notice.

For coupon benefits, enclose a DSW 225FS (Food Stamp Identification Card), if the household does not already have one.

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P-2510      New Applications (Continued)

A.      Application (Continued)

Continued Processing for Households Not Eligible for Expedited Service

If none of the conditions for expedited service above is met, schedule an appointment for a later date.

Other Application Processing Instructions

If an application is received in the wrong district office, see P-2183 on transfer of cases.

If an applicant is receiving or has received benefits through another district office, you may want to contact the district prior to your interview (P-2183).

If an individual telephones requesting information but does not want to visit the office to make an application, and the person does not meet the criteria for a phone interview (see 273.2 e#2), mail on that day a DSW 201 and DSW 202 (Statement of Need).